#### HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

ELLICOTT CITY HISTORIC DISTRICT ■ LAWYERS HILL HISTORIC DISTRICT 3430 Court House Drive ■ Ellicott City, Maryland 21043

Administered by the Department of Planning and Zoning

www.howardcountymd.gov 410-313-2350 FAX 410-313-3467 TDD 410-313-2323

## HPC EXECUTIVE SECRETARY EXEMPTION DETERMINATION FOR MINOR ALTERATIONS AND TAX CREDIT PRE-APPROVAL

APPLICANT INFORMATION:	PROPERTY INFORMATION:
Eric Roth	Property Address: 3775 Church Road, Ellicott City
3775 Church Road	Minor Alteration Case Number: MA-20-47
Ellicott City, MD 21043	Property Information: Map 25A, Parcel 193
OWNER INFORMATION:	HISTORIC DISTRICT INFORMATION
Eric Roth	Ellicott City Historic District
3775 Church Road	
Ellicott City, MD 21043	Lawyers Hill Historic District

#### **PROPOSED WORK:**

The Applicant proposes to repair or replace the existing gutters and downspouts. The existing gutters will be replaced with 6" half round white steel gutters, to match the existing. If wood is found to be in poor condition during the project, it will be replaced in-kind with new wood, painted white. A new run of gutters will be installed around the front bay windows, consistent with the existing gutters, to maintain the foundation and landscaping. Some of the existing gutters may be repaired when possible. A 6" k-style gutter will be installed on the rear of the house, while all others will remain half round.

#### **COMPLIANCE WITH GUIDELINES:**

The Executive Secretary has determined that the proposed work is considered a minor alteration and is consistent with the Guidelines as referenced below.

Chapter 6.E: Rehabilitation and Maintenance of Existing Buildings; Roofs, Dormers and Gutters

- Use gutters and downspouts of painted metal or prefinished aluminum in a color consistent with the building's exterior walls or trim. Locate downspouts along natural vertical lines and corners of the building.
- 2) Routine Maintenance Maintaining gutters and downspouts and installing replacements of a similar size, location and finish, in the same color as existing gutters and downspouts or a color consistent with the exterior building walls.

#### COMPLIANCE WITH COUNTY CODE SECTION 20.112 FOR TAX CREDIT PRE-APPROVAL:

The Executive Secretary has determined that the proposed work is eligible for historic property tax credits and is consistent with the County Code as referenced below.

- 1) The repair or replacement of exterior features of the structure;
- 2) Work that is necessary to maintain the physical integrity of the structure with regard to safety, durability, or weatherproofing;
- 3) Maintenance of the exterior of the structure, including routine maintenance as defined in section 16.601 of the County Code.

Date Posted to HPC Website:	Executive Secretary Signature
	DocuSigned by:
10/16/2020	Beth Burgess 10/16/2020
	Beth Burgess, Executive Secretary Date
	Historic Preservation Commission

3775 Church Road, Ellicott City Minor Alteration Determination		
AFTER 5 DAYS POSTING ON WEBSITE:		
Written Objection WAS NOT Received:	Written Objection WAS Received:	Date Issued:
No written objection was received and the proposed work was determined to be a minor alteration, not requiring Commission approval.	Yes, a written objection was received. A Certificate of Approval is required.	
Executive Secretary Signature		
Beth Burgess, Executive Secretary Historic Preservation Commission	Date	

## IMPORTANT APPLICANT INFORMATION

- 1. As the work progresses, if you find that changes to the pre-approved work are necessary, you must contact the Historic Preservation Commission Staff representative to determine if the proposed changes must be approved.
- 2. In order for labor to be eligible for the tax credit, the contractor must hold an active MHIC license or other applicable license. All invoices must include the contractor's license number and a clear, itemized scope of work for each item being claimed.
- 3. Submit receipts and canceled checks for materials or contracts showing that the invoice has been paid. Copies of receipts are acceptable.
- 4. Indicate the total amount of tax credit being claimed on the application form.
- 5. Submit photographs showing the completed work.

When the work has been completed, submit the Final Tax Credit Application form and your application will be scheduled for the next available Commission meeting for which it meets the application deadline. A dollar amount of tax credit will be approved based on the receipts, checks, contracts, and documentation submitted. The final approval will then be forwarded to Howard County Department of Finance.

#### HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

GENERAL APPLICATION FOR CERTIFICATE OF APPROVAL AND TAX CREDIT PRE-APPROVAL

**SUBMIT 10 COPIES** of this application package, including all supporting materials required on pages 2-5 of this application to Howard County Department of Planning and Zoning. Applications must be received no later than 5:00 pm 22 days prior to the meeting. Applications can be submitted via mail, but may result in missing the deadline. Applications are not accepted via email or fax.

Address: 3430 Court House Drive, Ellicott City, MD 21043

#### **Meeting Information**

The Historic Preservation Commission (HPC) meets at 7:00 pm generally on the first Thursday of each month at 3430 Court House Dr., Ellicott City, MD. Please contact us regarding emergency applications.

#### Questions

Please contact Samantha Holmes, Historic Preservation Planner at 410-313-4428 or sholmes@howardcountymd.gov.

FOR STAFF USE ONLY
Application #:
HPC -
MA - 20-47
Meeting Date:
posted online
Date Received:
RECEIVED By Samantha Holmes at 3:45 pm, Oct 15, 2020
Physical copies submitted 10/14/2020

#### **PROPERTY INFORMATION**

Address of Subject Property: 3775 Church I	Road, Ellicotty City, MD 21043
Name of Property Owner: Eric Roth	
Historic District (please check): X Ellicott (	City Local Historic District Lawyers Hill Local Historic District
Is this property listed on the Howard County H	istoric Sites Inventory?
APPLICANT INFORMATION	
Name of Applicant (please only provide one name	e for contact purposes): Eric Roth
Mailing address: 3775 Church Road, Ellico	otty City, MD 21043
Phone No. (W) 732-779-8039	(H) <u>732-779-8039</u>
Email: eroth@vt.edu	Contact Preference: E-mail
BELOW FOR STAFF USE ONLY	
Tax Account Number:	
Map Parcel	

#### Part 1: General Application for Certificate of Approval

will be incomplete and may be rejected for consideration by the Commission. Please check each box below to confirm you have provided this information. Labeled, color photographs of existing property conditions, printed on 8.5x11 paper, no more than two images per page. Do not submit individual 4x6 photographs. A detailed description of the proposed work (include below or provide on a separate sheet of paper if more space is needed— do not add proposed work into the Guidelines justification section). | Product specification sheets/photographs of product that clearly shows materials, colors, and dimensions. Plot plan of property, site plans, or elevations (as applicable to proposal; but required for any new construction). For major alterations: elevation drawings of proposed structure indicating dimensions, design, height, color, and materials. Product spec sheets are required for all new elements. A completed Part 2 of this application (page 3-4). Application may be rejected if not complete. If Part 2 is not suitable for your project, please type up a detailed explanation on a separate piece of paper.  $\chi$  A completed Part 3 of this application (page 5) if you seek tax credits for any work. A completed Part 4 of this application (page 5). If the owner is not the applicant, the owner's signature is also required. I have read the Ellicott City or Lawyers Hill Design Guidelines and find my proposal complies with the recommendations in the Guidelines, as indicated below. **DESCRIPTION OF PROPOSAL:** If more room is required, please provide write up on a separate sheet of paper to best organize proposed work. Continue to Part 2 (page 3-5) to complete required checklists. Performing regular maintenance by reparing and/or replacing existing gutters and downspouts. Repairing/replacing with 6" half round steel gutters in white, this is exactly what is currently in place. If during the project it is found that wood is in poor condition, will be reparied/replaced with new wood and painted white to match the existing wood. **DESIGN GUIDELINES:** Consult the Ellicott City or Lawyers Hill Design Guidelines on the Howard County website at https://www.howardcountymd.gov/Departments/Planning-and-Zoning/Conservation-and-Preservation/Historic and provide a brief description of how the proposal meets the recommendations of the Guidelines, including the applicable chapter and section. Please type up on a separate sheet of paper if more space is needed. Work to be completed it to maintain existing gutters and downspouts by installing replacements of a similar size, location, and finish, in the same color as existing gutters and downsputs. Adding one new run of gutters around bay window, consistent with existing gutters, to maintain foundation and landscaping. Reference page 33 of guide.

ALL APPLICATIONS MUST INCLUDE: The information required in this checklist must be provided or the application

#### Part 2: General Application for Certificate of Approval Checklist

TYPE OF ALTERATION: Please check the appropriate box for the proposed work and fill in required blanks. Specs sheets and photos must be provided or the application may be considered incomplete and rejected for consideration by the Commission.

You may create your own document if it better explains the project, be sure to include details such as materials and colors for all existing/previously existing and proposed features.

DOORS AND STORMS DOORS: Refer to page 35 of the Elli	cott City Guidelines and pages 26-29 of the Lawyers Hill Guidelines.
Existing Type:	Proposed Type:
Existing Color:	Proposed Color:
Existing Material:	Proposed Material:
Additional Info Included: Yes No	Specs/Photos Included: Yes No
Is this item being repaired? Yes No	Is this item being replaced? Yes No
I seek tax credit pre-approval for this item.	
For any proposed door replacement—the spec sheets must she Photos of existing doors should indicate the location on the ho WINDOWS: Refer to page 38 of the Ellicott City Guidelines a	use of any door proposed to be replaced.
Existing Material:	Proposed Material:
Existing Color:	Proposed Color:
Existing Sash Arrangement:	Proposed Sash Arrangement:
Additional Info Included: Yes No	Specs/Photos Included: Yes No
Is this item being repaired? Yes No	Is this item being replaced? Yes No
I seek tax credit pre-approval for this item.	
For any proposed window replacement —the spec sheets must of existing windows should indicate the location on the house of	show the actual sash arrangement of the new windows. Photos of any window proposed to be replaced.
WALLS/SIDING: Refer to pages 25-30 of the Ellicott City Gu	idelines and pages 21-24 of the Lawyers Hill Guidelines.
Existing Material:	Proposed Material:
Existing Color:	Proposed Color:
Additional Info Included: Yes No	Specs/Photos Included: Yes No
Is this item being repaired? Yes No	Is this item being replaced? Yes No
I seek tax credit pre-approval for this item.	

#### Part 2: General Application for Certificate of Approval Checklist

**TYPE OF ALTERATION:** Please check the appropriate box for the proposed work and fill in required blanks. You may create your own document if it better explains the project, be sure to include details such as materials and colors for all existing/previously existing and proposed features.

PAINTING: Refer to page 50 of the Ellicott City Guidelines an	d page 31 of the Lawyers Hill Guidelines.
Existing Color:	Proposed Color:
Paint Chip Included: Yes No	Area(s) to be painted:
Additional Info Included: Yes No	
I seek tax credit pre-approval for this item.	
ROOF: Refer to page 31 of the Ellicott City Guidelines and page	nge 26 of the Lawyers Hill Guidelines.
Existing Material:	Proposed Material:
Existing Color:	Proposed Color:
Additional Info Included: Yes No	Specs/Photos Included: Yes No
Is this item being repaired? Yes No	Is this item being replaced? Yes No
I seek tax credit pre-approval for this item.	
SHUTTERS: Refer to page 42 of the Ellicott City Guidelines ar	nd page 28 of the Lawyers Hill Guidelines.
Existing Type:	Proposed Type:
Existing Color:	Proposed Color:
Existing Material:	Proposed Material:
Additional Info Included: Yes No	Specs/Photos Included: Yes No
Is this item being repaired? Yes No	Is this item being replaced? Yes No
I seek tax credit pre-approval for this item.	
X OTHER (such as lighting, railings, other repairs, tree re applicable Guidelines. For signs please use separate Sig Construction Application. Please attach additional page Description: Repair/replace existing gutters.	···
Specs/Photos Included: X Yes No	Additional Info Included: Yes X N o
Is this item being repaired? X Yes No	Is this item being replaced? X Yes No
X I seek tax credit pre-approval for this item.	

### **Part 3: Historic Property Tax Credits**

Applicant or Authorized Agent

Historic Property Tax Credits 20.112 and 20.113 Eligibility Requirements Please check the appropriate box:
In accordance with Sections 16.606, 20.112 and 20.113 of the Howard County Code, I request the pre-approval of eligible work to qualify for property tax credits for the following preservation and restoration work:
A structure listed on (or eligible for inclusion in) the Howard County Historic Sites Inventory and is designated by the Commission as historically significant.
An existing principal structure or historic outbuilding located within a local historic district in Howard County, which is determined by the Commission to be of historic or architectural significance, or to be architecturally compatible with the historic structures in the district.
A landscape feature located within a local historic district or listed on the Historic Sites Inventory, which is determined by the Commission to be of historic or architectural significance.
A cemetery, at least 50 years old, not operated as a business, which is listed on the Howard County Cemetery and Gravesites Inventory under Section 16.1303 of the County Code.
Please Note: There is a separate application for final tax credit approval. Copies of cancelled checks, receipts and paid invoices are required for final approval. Invoices should be itemized to separate repairs to the items pre-approved from those that are not eligible for the tax credit.
Part 4: Authorizing Signature to Submit Application:
I hereby certify by the below signatures(s) that the information supplied herewith is correct and complete and authorizes such periodic on-site inspections by the Department of Planning and Zoning and its agents as may be necessary to review this application and any petitions filed in connection herewith and to enforce the Historic District Guidelines and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted. I have read and understand the above terms regarding the Historic Property Tax Credit Programs.
SIGNATURE(S):
If the Applicant is not the owner of the subject property, the owner's signature authorizing the proposed work is required .

Owner (if different than Applicant)

Date

11 Oct 2020

Date



## 410-ROOF-PRO www.RoofProMD.com

PO Box 744; Severn, MD 21144 (O) 410-766-3776 (F) 410-846-2074

#### CONTRACT

09/10/2020 Licensed,Bonded,Insured MHIC #89605

#### **Customer Information**

Eric Roth	(732)779-8039	Rep: Bradley Hales
3775 Church Road	eroth@vt.edu	
Ellicott City MD 21043		

Locations INCLUDED in scope of work to be performed	Whole house and garage
Locations EXCLUDED in scope of work to be performed	NA

#### **Gutters & Downspouts**

Gutter Preparation	Remove and haul away debris
Downspout Preparation	Remove and haul away debris
Gutter Approx. Length	184
Gutter Type	6" Half-Round Steel
Gutter Guage	032
Gutter Color	White
Downspout Approx. Length	120
Downspout Type	3x4
Downspout Color	White
Gutter Covers Included	NO
Workmanship warranty:	3 years

Note: A proper and lasting installation requires that the surface that the product is mounted to be in sound and good order. Often we are unable to determine the condition of the wood until the gutter has been removed. If during this project we discover any rotten or compromised fascia wood, you hereby authorize us to automatically replace it as needed to complete the installation and the following rates would be added to the total contract price: \$7 per linear foot(LF) of 1x6, \$9 per LF of 1x8, \$4 per LF additional if prime/paint in the color white is required, and \$9 per LF of aluminum fascia wrap.

	/
Initial:	<u> </u>

#### **Additional Details**

- 1] PLEASE NOTE THAT THE REAR OF HOUSE GETS A K STYLE 6" AND ADDING ANOTHER DOWNSPOUT ON LEFT SIDE IF FACING REAR
  - AND WE KEEP EXISTING 3X4 DOWNSPOUT ON RIGHT SIDE IF FACING REAR.
- 2] THE REST OF THE HOUSE GETS HALF ROUND 6" AND NEW DOWNSPOUTS TO MATCH WITH GUTTERS.
- 3] WE ARE ALSO ADDING A 6" HALF ROUND AND DOWNSPOUT TO FRONT BAY WINDOW AND DOWNSPOUT TO BE ON LEFT SIDE IF FACING FRONT TO RUN DOWN TO TOP OF STAIRS.

See following page for Cost, Payment Information and Terms and Conditions

#### **Customer Information**

Eric Roth (732)779-8039 Date: 09/10/2020 eroth@vt.edu Rep: Bradley Hales Ellicott City MD 21043

<sup>\*\*</sup>This Page is not used for product details and is used for payment options only. All product details must be disclosed on work orders\*\*

Homeowner's Association	NO

#### Total Contract Amount \$4,695.00

#### **Cash Payment**

Amount to be Paid in Cash	\$4,695.00
Cash Deposit	\$1,550.00
Cash Due Upon Completion	\$3,145.00
Form of Payment	Credit Card
EFT Payment Info:	Routing Number: 021052053 Account Number: 41158953
Make Checks Payable to:	RoofPRO LLC
This price is good for	30 days

#### **Financing Details**

Amount to be Financed	\$0.00
Estimated Monthly Payment	\$0.00

Note if Financing: Financing terms are subject to change. The above financing terms are an estimation and will be finalized at job completion. Homeowner agrees to sign final completion certificate upon job completion. RoofPRO does not finance directly, all Financing is done by a 3rd party. See their provided documentation for complete details. If homeowner does not agree to terms of financing then this will revert to a cash contract.

This contract creates a mortgage or lien against your property to secure payment and may cause a loss of your property if you fail to pay the amount agreed upon. You have the right to consult an attorney.

#### Approval and Authorization to Proceed:

The above prices, specifications, terms and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Any additional or unforeseen necessary work will be charged in addition to the included total. Payment will be made as outlined. A finance charge computed at a periodic rate of 2% per month (24% annual percentage rate) is applied to past due accounts over 30 days in addition to a one-time processing fee of \$35, plus any reasonable attorney and collection fees.

Bradley Hales

Eric Roth

09/10/2020

09/10/2020

State License

Date



# CERTIFICATE

OF ACCREDITATION

**Better Business Bureau of Greater Maryland** 

### **RoofPRO**

Valid Through January 2021

This business is in compliance with the following BBB Accreditation Standards to:

- Build Trust
- Advertise Honestly
- Tell the Truth
- Be Transparent
- Honor Promises
- Be Responsive
- Safeguard Privacy
- Embody Integrity

Angie Barnett, President/CEO

BBB of Greater Maryland yourbbb@greatermd.bbb.org 410-400-4BBB



LICENSE \* REGISTRATION \* CERTIFICATION \* PERMIT

STATE OF MARYLAND

Lawrence J. Hogar

Boyd K. Rutherfo Lt. Governor

Lt. Governor

Kelly M. Schulz

Secretary

#### DEPARTMENT OF LABOR, LICENSING AND REGULATION

MARYLAND HOME IMPROVEMENT COMMISSION

CERTIFIES THAT:

TIMOTHY GORDON TAYLOR

ROOFPRO LLC

CATONSVILLE

12 MOSS VIEW CT

MD 21228

IS AN AUTHORIZED:

01 - CONTRACTOR/SALESMAN

LIC/REG/CERT

89605 \_\_\_

EXPIRATION

EFFECTIVE

5274333

Secretary DLLR

Signature of Bearer

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES



#### PasseUPERO

#### **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY) 1/6/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

If SUBROGATION IS WAIVED, subjective this certificate does not confer rights to							require an ende	orsemen	t. As	tatement on
PRODUCER License # 2060346				CONTACT Sharon Lupero						
Hub International Mid Atlantic				MAME (A/C, No, Ext): (443) 837-3810 FAX (A/C, No):  E-MAIL ADDRESS: sharon.lupero@hubinternational.com				FAX		
170 Jennifer Road Annapolis, MD 21401										
7 mmapone, m2 21 10 .				ADDRE						NAIC #
				INSURER(S) AFFORDING COVERAGE INSURER A : Builders Mutual Insurance Company					10844	
									10044	
INSURED				INSURER B:						
Roofpro LLC				INSURER C:						
P.O. Box 744 Severn, MD 21144				INSURER D:						
557511, 112 21111					INSURER E:					
				INSURER F:						
			E NUMBER:		EEN JOOUED -		REVISION NUM			LIOV DEDICE
THIS IS TO CERTIFY THAT THE POLICII INDICATED. NOTWITHSTANDING ANY F										
CERTIFICATE MAY BE ISSUED OR MAY	PER	TAIN,	THE INSURANCE AFFORI	DED BY	THE POLICE	IES DESCRIB				
EXCLUSIONS AND CONDITIONS OF SUCH				BEEN F						
INSR LTR TYPE OF INSURANCE	INSD	SUBR WVD	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)		LIMIT	S	4 000 000
A X COMMERCIAL GENERAL LIABILITY							EACH OCCURRENCE	CE .	\$	1,000,000
CLAIMS-MADE X OCCUR			CPP 0038951 10		1/29/2020	1/29/2021	DAMAGE TO RENTI PREMISES (Ea occu	Irrence)	\$	100,000
							MED EXP (Any one	person)	\$	5,000
							PERSONAL & ADV I	NJURY	\$	1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREG	SATE	\$	2,000,000
POLICY X PRO-							PRODUCTS - COMP	P/OP AGG	\$	2,000,000
OTHER:									\$	
A AUTOMOBILE LIABILITY							COMBINED SINGLE (Ea accident)	LIMIT	\$	1,000,000
X ANY AUTO			PCA 0015412 04		1/8/2020	1/8/2021	BODILY INJURY (Pe	er person)	\$	
OWNED SCHEDULED AUTOS							BODILY INJURY (Pe	er accident)	\$	
X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY							PROPERTY DAMAG (Per accident)	BE	\$	
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A WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							X PER STATUTE	OTH- ER	•	
			WCP1000276 10		12/31/2019	12/31/2020	E.L. EACH ACCIDEN		\$	1,000,000
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A						E.L. DISEASE - EA E		\$	1,000,000
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POL		\$	1,000,000
A Business Property			CPP 0038951 10		1/29/2020	1/29/2021	Limit		Ψ	20,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHIC	LES (	ACORI	D 101. Additional Remarks Schedu	le. mav h	e attached if mor	e space is requir	red)			
	(			, <b>,</b>			,			
CERTIFICATE HOLDER				CAN	CELLATION					
INSURED					CELLATION					
					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN					
	AUTHORIZED REPRESENTATIVE									

ACORD 25 (2016/03)

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Left Roof Gutter/Bump out to where gutter will be added



Front Gutters





